Chapter 12 Fund Administrator Reports - Print Preview Window

⌧ *Overview*

The Fund Administrator (FA) module provides many reports for users with the necessary access. For most FA reports, when you make a selection from the **Reports** menu, a Report Criteria window will open. When you close the criteria window, the selected report will display in the Print Preview window. The Print Preview window allows you to view the report before actually printing it. User access to reports is defined on the FA User Maintenance window **Reports** access option. To view and print FA reports, users must have the **Reports Access** option assigned. Users with a **No Access Reports** setting cannot open reports.

No matter which report you open, the procedures for viewing and printing a report are the same. This chapter briefly describes each FA report, details the steps for viewing and printing reports, and discusses the options available for setting display preferences on the Print Preview window. The chapter also discusses sorting and filtering data on the Print Preview window and, for some reports, defining report criteria.

When you select certain reports from the **Reports** menu, a submenu will display. The submenu allows you to refine the data contained in the selected report before you open it. For example, for the Status of Funds Report, you can select detailed or summary format, sorted by OPTAR or OPTAR Name from the submenu.

To open the Print Preview window, select the desired report from the **Reports** menu. If the desired report has a submenu that allows you to categorize the report, select the desired submenu item.

Tip The **Reports** menu shown in Chapter 12 is for a non-DMLSS (Defense Medical Logistics Standard Support) configured FA connected to a FASTDATA Sybase database. Depending on your installation set-up, additional menu items can display. If you're DMLSS-configured, the **Cost Transfer Report** and **Cost Transfer Analysis Report** items will display; if you're connected to an Oracle database, vice Sybase, the **Transaction History Report**, **Liquidated Document Status Log**, and **Job Order Cost by Expense Element Report** items will display.
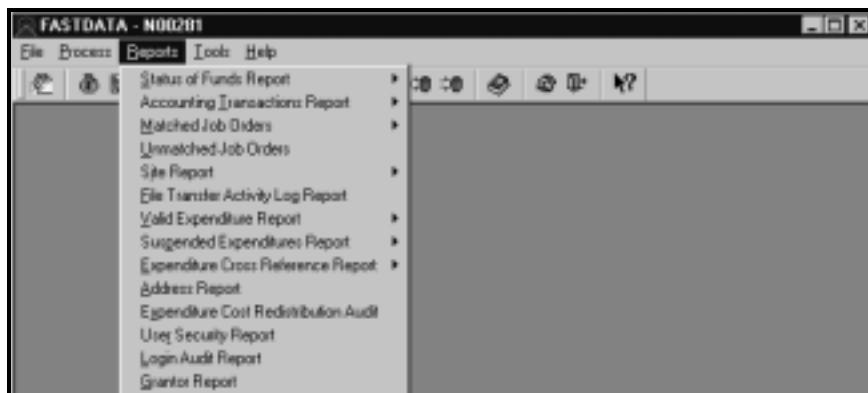

Figure 12.1
Reports Menu

Restrictions

- Only users with an FA User Maintenance window **Reports Access** level can view and print FA reports.

- An FA User Maintenance window **Reports** access level of **No Access** prevents a user from accessing the FA reports.

• *Print Preview Window and Toolbar*

The Print Preview window displays the report selected from the **Reports** menu. With the Print Preview window open, the **View** menu offers **Filter** and **Sort** options. Additionally, for certain reports, the **View** menu contains a **Criteria** option that allows you to further refine the data in the report. In addition to the windows used for filtering, the Print Preview window toolbar contains buttons that allow you to change display options, print the report, and save the report to a file.

☞ *Print Preview Window Options*

- **View and print FA reports**

- **Use Print Preview window toolbar buttons**

- **Define report criteria**

- **Filter report data**

- **Sort report data**

■ *Steps for Viewing and Printing FA Reports*

1. Select the desired report from the **Reports** menu. If the desired report allows you to filter the report, such as by OPTAR or Local Code, select the desired submenu item.
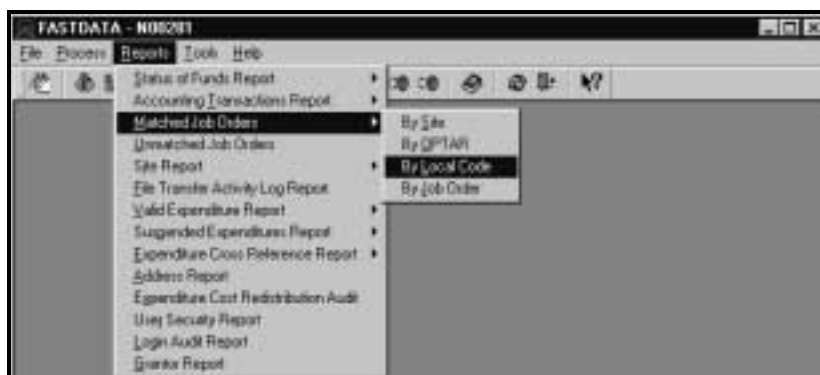
Figure 12.2
Selecting a Report to View and Print

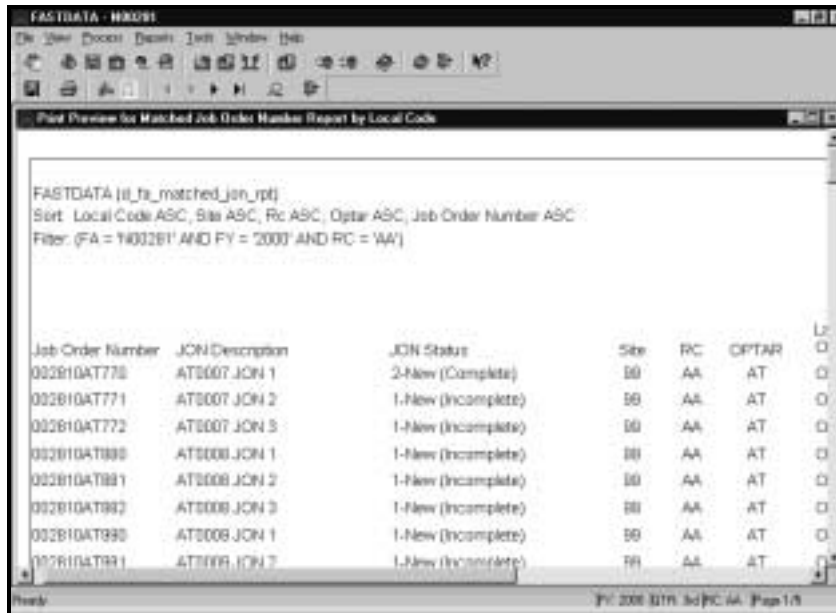The Print Preview window will open, displaying the report you selected.

For most reports, the Report Criteria window will open automatically before the report displays, allowing you to define the display criteria. Steps for defining report criteria are explained in detail in a later section of this chapter. Enter the desired criteria and select the **OK** button to close the Report Criteria window and retrieve the selected report. If you select the **OK** button without specifying any criteria, the selected report will contain all available information. The Report Criteria window is not available for every FA report.

2. If desired, apply additional filtering criteria and sort preferences to the displayed report prior to printing it.

Refer to the applicable section of this chapter for details on using the Filter window and the Sort window.

3. Use the horizontal and vertical scrollbars on the Print Preview windows to change the view of the displayed report page.

Tip The scrollbars only allow you to scroll the displayed page. Use the VCR buttons to select a different page to view.

4. If you wish to change the default settings for printing FA reports, select the **File** menu **Page Setup** item. The Page Setup window will open.
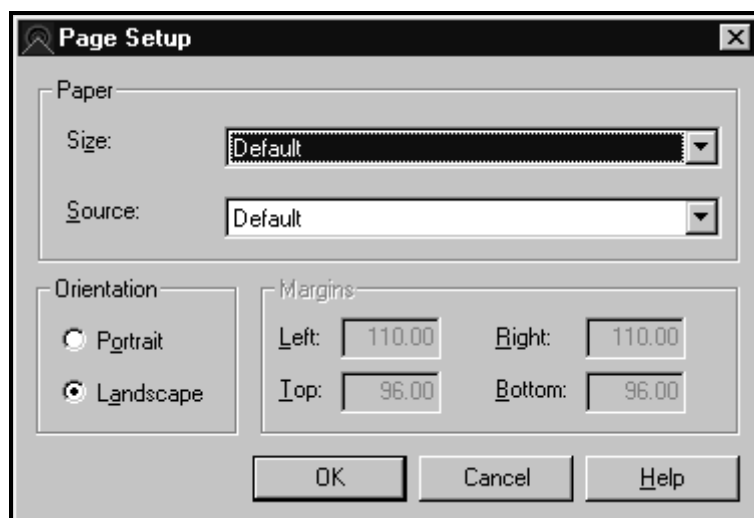
Figure 12.4
Page Setup
Window

5. If you wish to print on a paper size other than 8.5" X 11", select the **Paper Size** drop-down arrow and select the size on which you wish to print.
6. Select the **Paper Source** drop-down arrow to select a printer tray other than the default value.
7. Select the desired **Orientation** radio button: **Portrait** or **Landscape**.
8. When you've entered the desired page settings, select the **OK** button to close the Page Setup window.
9. On the Print Preview window, select the **Print** toolbar button or select **Print** from the **File** menu to print the report.

If you wish to print the entire report, select the **Print** toolbar button. If you wish to print specific pages rather than the whole report, select the **File** menu **Print** item. The Print window will open and allow you to specify the page(s) you wish to print.

10. Select the **Close** toolbar button or select **Close** from the **File** menu to close the Print Preview window.

Fund Administrator Reports
The following paragraphs contain brief summaries of each FA report, by category, along with samples of selected reports within each category. To open an FA report, select the desired item on the **Reports** menu and associated submenu, if applicable.

Status of Funds Reports
The Status of Funds Reports provide a report of the status of direct or reimbursable funds by operating target (OPTAR) ID or OPTAR Name. The reports can be displayed in detailed or summary format.

Status of Funds Report by OPTAR ID
Depending on your selection from the **Reports** menu **Status of Funds Report** submenu, the Status of Funds Report by OPTAR ID provides a detailed or summary report of the status of

direct or reimbursable funds by OPTAR ID within the active responsibility center (RC) and fiscal year. The detailed report provides totals for each individual authorization line within the OPTAR. The summary report provides summarized totals only for each OPTAR.

Figure 12.5
Print Preview for Status of Funds Report by Detail OPTAR ID

Status of Funds Reports by OPTAR Name

Depending on your selection from the **Reports** menu **Status of Funds Report** submenu, the Status of Funds Report provides a detailed or summary report of the status of direct or reimbursable funds by OPTAR Name within the active RC and fiscal year. The detailed report provides totals for each individual authorization line within the OPTAR. The summary report provides summarized totals only for each OPTAR.

Figure 12.6
Print Preview for Status of Funds Report by Summary OPTAR Name

Accounting Transactions Reports
The Accounting Transactions Reports include the Current, First Prior Batch through the Fifth Prior Batch, and Suspended Accounting Transactions reports.

Current Accounting Transactions Report
The Current Accounting Transactions Report contains information on current (active) accounting transactions.
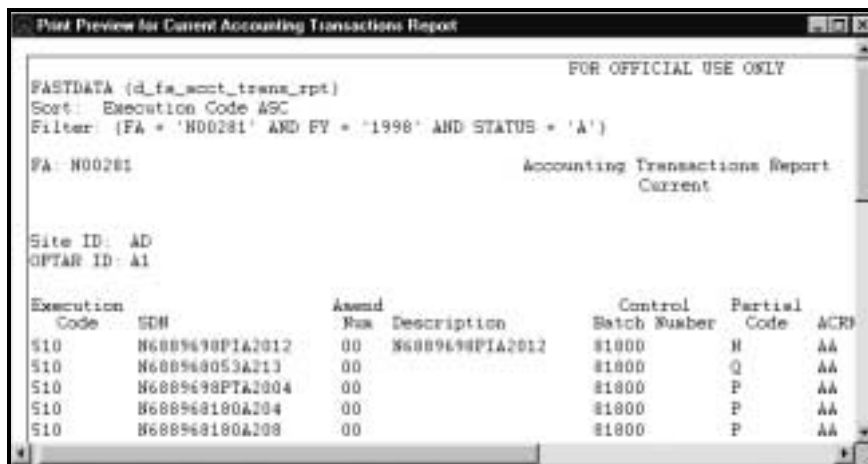
Figure 12.7
Print Preview for Current Accounting Transactions Report

First Prior Batch Accounting Transactions Report
The First Prior Batch Accounting Transactions Report contains information on the last exported accounting transaction batch file.

Second Prior Batch Accounting Transactions Report
The Second Prior Batch Accounting Transactions Report contains information on the second to the last exported accounting transaction batch file.

Third Prior Batch Accounting Transactions Report
The Third Prior Batch Accounting Transactions Report contains information on the third to the last exported accounting transaction batch file.

Fourth Prior Batch Accounting Transactions Report
The Fourth Prior Batch Accounting Transactions Report contains information on the fourth to the last exported accounting transaction batch file.

Fifth Prior Batch Accounting Transactions Report
The Fifth Prior Batch Accounting Transactions Report contains information on the fifth to the last exported accounting transaction batch file.

Suspended Accounting Transactions Report
The Suspended Accounting Transactions Report contains information on suspended accounting transactions.

Figure 12.8
Print Preview for
Suspended Accounting
Transactions Report

Transaction History Report
The Transaction History Report provides a complete history of all transactions for a specific DCN and ACRN. This report is only available to Oracle® database users.

Figure 12.9
Print Preview for
Transactions History
Report

Liquidated Document Status Log Report

The Liquidated Document Status Log Report provides information by DCN and ACRN on the effects of liquidation on commitments, obligation, and receipts as calculated by subsequent detail transactions. The report includes Commitment, Obligation, Receipt, and Expenditure amounts. This report is only available to Oracle® database users.

Figure 12.10
Print Preview for Liquidated Document Status Log Report

Matched Job Order Number Reports

Depending on which report you select, the Matched Job Order Reports list job orders (JONs) within the active fiscal year and FA that have an authorization code by site, OPTAR, JON, or local code.

Matched Job Order Number Report by Site, Matched Job Order Number Report by OPTAR, Matched Job Order Number Report by Local Code, and Matched Job Order Number Report by Job Order Number

The Matched Job Order Report by Site lists JONs that have an authorization code for the selected site within the active fiscal year and FA. The Matched Job Order Report by OPTAR lists JONs that have an authorization code for the selected OPTAR within the active fiscal year and FA. The Matched Job Order Report by Local Code lists JONs that have an authorization code with the selected Local Code within the active fiscal year and FA. The Matched Job Order Report by JON lists all JONs within the active fiscal year and FA that have an authorization code. The reports include Labor and Other Cumulative and Total costs for each JON.

Figure 12.11
Print Preview for Matched Job Order Number Report by Job Order Number

Unmatched Job Order Number Report

The Unmatched Job Order Number Report lists JONs for the current fiscal year and FA that have no associated OPTAR.

Figure 12.12
Print Preview for Unmatched Job Order Number Report

Site Reports
The Site reports provide information on the sites for the current FA. Available reports are the Site Report by OPTAR ID and by OPTAR Name.

Site Report by OPTAR ID and Site Report by OPTAR Name
The Site Reports contain site ID and name, station use code, and other data associated with the site, including document serial range assignments, obligations, encumbered and Inventory Issued amounts (for DMLSS FA's), available balances, and other site details, such as whether the site is locked.

Figure 12.13
Print Preview for Site Report by OPTAR Name

File Transfer Activity Log Report
The File Transfer Activity Log Report is a record of import and export actions for the current FA and fiscal year. The report includes import and export actions to and from sites and STARS-FL. For each file transfer, the report identifies the file name, the database user ID of the user who imported or exported the file, the size of the file, and the file destination. The report provides information on file export activities first, followed by information on file imports.

Figure 12.14
Print Preview for File Transfer Activity Log Report

Valid Expenditure Reports

The Valid Expenditure reports include the Current and the First Prior Cycle through the Third Prior Cycle Valid Expenditure reports. For each listed expenditure, the report provides the Execution Code, Document Number, ACRN, JON, Expense Element, OMB Object Class, Expenditure Partial Code, Quantity Received, Expended Amount, Accounting Batch Number, and the Week Ending Date.

Current Valid Expenditure Report

The Current Valid Expenditure Report contains a list of valid expenditures awaiting export to the sites.

Figure 12.15
Print Preview for Current Valid Expenditure Report

First Prior Cycle Valid Expenditure Report

The First Prior Cycle Valid Expenditure Report contains information on valid expenditures for the first prior cycle.

Second Prior Cycle Valid Expenditure Report

The Second Prior Cycle Valid Expenditure Report contains information on valid expenditures for the second prior cycle.

Third Prior Cycle Valid Expenditure Report

The Third Prior Cycle Valid Expenditure Report contains information on valid expenditures for the third prior cycle.

Suspended Expenditures Reports

The Suspended Expenditures reports list expenditures that were suspended either during the expenditure import from the official accounting system or that were suspended manually. Available reports let you sort report data by document number, JON, suspend type and document number, and suspend type and JON.

Suspended Expenditures Report by Document Number, by Job Order Number, by Suspend Type and Document Number, and by Suspend Type and Job Order Number

The Suspended Expenditures Report lists expenditures that were suspended either during the expenditure import from the official accounting system or that were suspended manually. The submenu lets you sort the report data by document number, JON, suspend type and document number, or suspend type and JON.

Figure 12.16
Print Preview for Suspended Expenditures Report by Suspend Type and Document Number

Expenditure Cross Reference Reports
The Expenditure Cross Reference Report contains summary information on imported STARS-FL expenditure batch files, with cross references to the associated sites. Report data is sorted either by site batch or accounting batch.

Expenditure Cross Reference Report by Site Batch and by Accounting Batch
The Expenditure Cross Reference Report contains summary information on all accounting system expenditure imported batches with a cross reference of all resulting exports to affected sites. The submenu lets you sort the report by site batch or accounting batch.

Figure 12.17
Print Preview for Expenditure Cross Reference Report by Accounting Batch

Address Report

The Address Report contains the names and addresses of OPTAR holders that have been entered using the FASTDATA FA module Address Book window.

Figure 12.18
Print Preview for
Address Report

Expenditure Cost Redistribution Audit Report

The Expenditure Cost Redistribution Audit Report provides information on expenditure costs that have been transferred to other documents/ACRNs.

Figure 12.19
Print Preview for
Expenditure Cost
Redistribution Audit
Report

User Security Report

The User Security Report provides information on all users under the currently selected FA activity for the FASTDATA session. The report includes each user's ID, database user ID, and security access information for the FA and Site applications.

Figure 12.20
Print Preview for User Security Report

Login Audit Report

The Login Audit Report provides a listing of all user attempts to log into the FA application for the past year. The report includes remarks indicating whether a listed login attempt was successful.

Figure 12.21
Print Preview for Login Audit Report

Cost Transfer Report

The Cost Transfer Report provides a listing of all cost transfers for the current fiscal year. The report is available only to DMLSS-configured FAs.

**Figure 12.22
Print Preview for
Cost Transfer Report**

Cost Transfer Analysis Report

The Cost Transfer Analysis Report allows the user to analyze variances between actual expenditures and cost transfer. The report is available only to DMLSS-configured FAs.

**Figure 12.23
Print Preview for
Cost Transfer
Analysis Report**

Job Order Cost By Expense Element Report

The Job Order Cost By Expense Element Report provides a listing, for the current FA and fiscal year, grouped by site, of all expense element(s) associated with a specific job order, and their actual costs. You will not have access to the report unless you're connected to the FASTDATA Oracle® database and have existing sites.

Figure 12.24
Print Preview for Job Order Cost By Expense Element Report

Grantor Report

The Grantor Report provides information on the grantors for the current FA. The report is sorted by segment number, DCN, and ACRN.

Figure 12.25
Print Preview for Grantor Report

■ *Using Print Preview Toolbar Buttons*

The Print Preview window toolbar provides shortcuts to **File** and **View** menu options for changing the window display, saving the report, and printing the report.
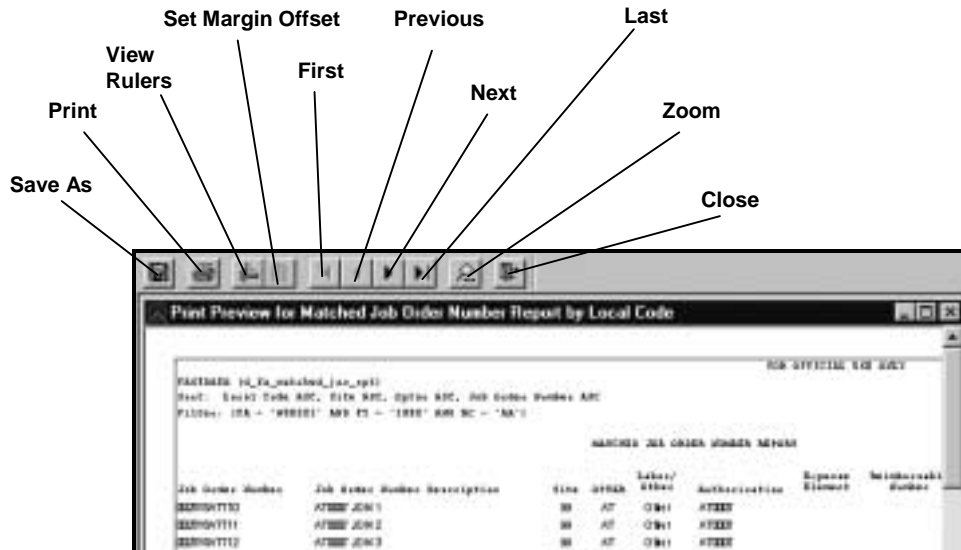
Figure 12.26
Print Preview Toolbar Buttons

Save As
Select this button to open the Save As window. Select the file and folder in which you wish to save the report, enter the **File name**, and select the **Save** button to save the displayed report as a file. The **Save As** option is also available from the **File** menu.
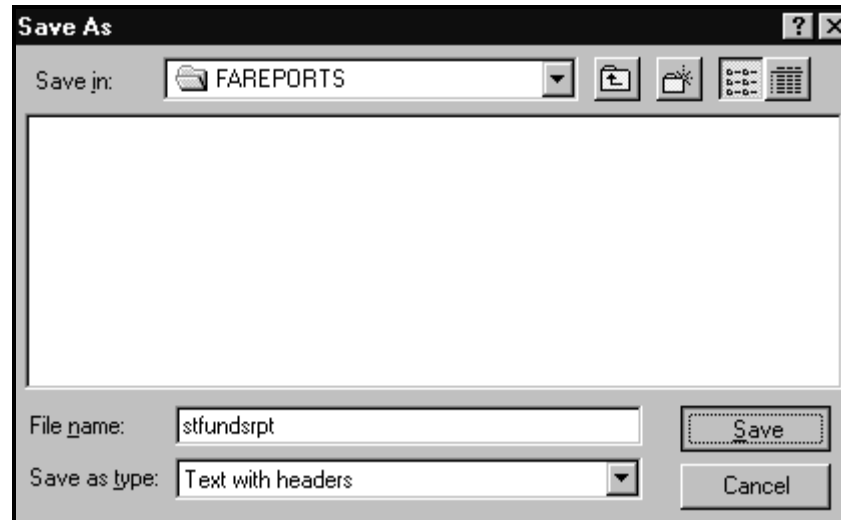
Figure 12.27
Save As Window

Print
Select this button to print the report displayed in the Print Preview window. The **File** menu **Print** option will open the Print dialog window, allowing you to print specific pages of the report.

View Rulers
Select this button to switch the display of the Print Preview window rulers on or off. If the rulers are displayed when you select this button, they will disappear; if the rulers are not displayed when you select this button, the rulers will display. The **Ruler** option is also available from the **View** menu.
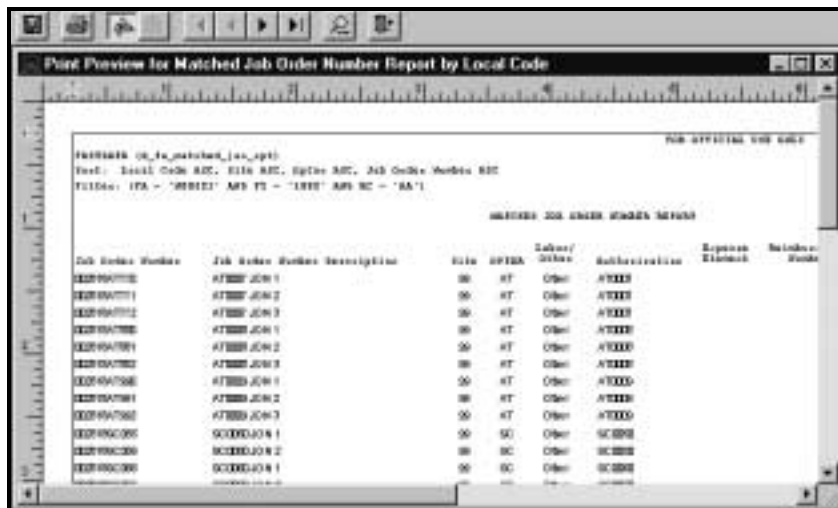
Figure 12.28
Report Preview Window with Rulers Displayed

Set Margin Offset
Select this button to widen the margins. The wider margin allows for the punching of holes on the printed report if you wish to put the printed document in a binder. For portrait orientation, selecting this button will increase the left margin; for landscape, the top margin will increase. The **Margin Offset** option is also available from the **View** menu.

First
Select this button to access the first page of the displayed report. This option is also available from the **View** menu.

Previous
Select this button to access the previous page of the displayed report. This option is also available from the **View** menu.

Next
Select this button to access the next page of the displayed report. This option is also available from the **View** menu.

Last
Select this button to access the last page of the displayed report. This option is also available from the **View** menu.

Zoom
Select this button to open the Zoom window. Select the desired magnification from the **Zoom To** list or use the **Percent** spin buttons to change the degree of magnification of the displayed report. The Print Preview window will allow you to view your change instantaneously. Select the **Apply** button to view your change without closing the Zoom window or select the **OK** button to close the Zoom window. The **Zoom** option is also available from the **View** menu.
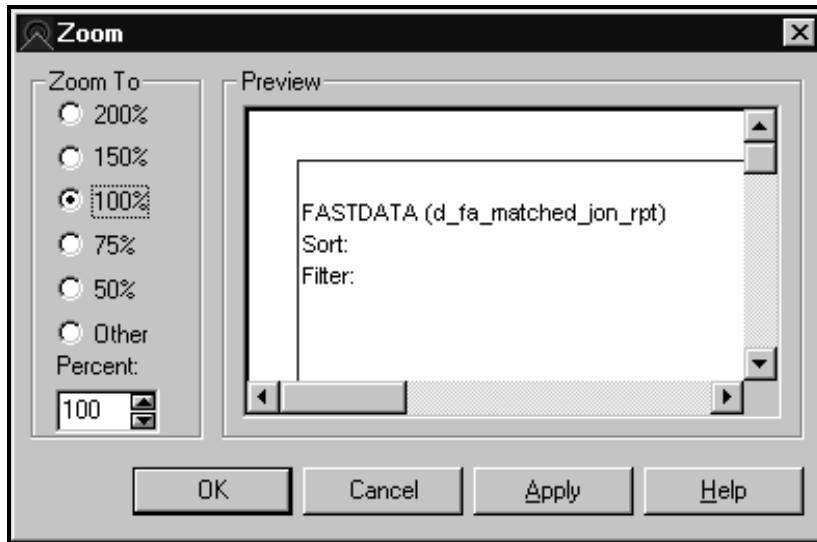
Figure 12.29
Zoom Window

Close
Select this button to close the Print Preview window. The **Close** option is also available from the **File** menu.

■ *Steps for Defining Report Criteria*

The Report Criteria window opens automatically when you open most FASTDATA reports. You can also open this window, when available, by selecting the **View** menu **Criteria** item from the Print Preview window. Use the Report Criteria window to limit the data contained in the selected report.

1. Select the desired report criteria from the available drop-down lists. Available lists depend on the report you're opening.

***Figure 12.30*
Entering
Report
Criteria Data**

In the example shown, the user has selected site ID **99** from the **Site** drop-down list. When the Report Criteria window closes, the report will only include data for site ID **99**.

2. If you wish to abort viewing the selected report, select the **Cancel** button to close the Report Criteria window and exit the report retrieval process.

Tip With a report displayed on the Print Preview window, if you open the Report Criteria window manually by selecting **Criteria** from the **View** menu and then select the **Cancel** button without specifying any new criteria, the Report Criteria window will close but the report will remain displayed.

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3. Select the **OK** button. The Report Criteria window will close and the selected report will display.

Tip If you select the **OK** button without specifying any criteria, the selected report will contain all available information.

■ *Steps for Filtering Report Data*

Use the Filter window to control the data that displays for the selected report. The Filter window is available for any report displayed in the Print Preview window.

1. With the desired report displayed in the Print Preview window, select **Filter** from the **View** menu.
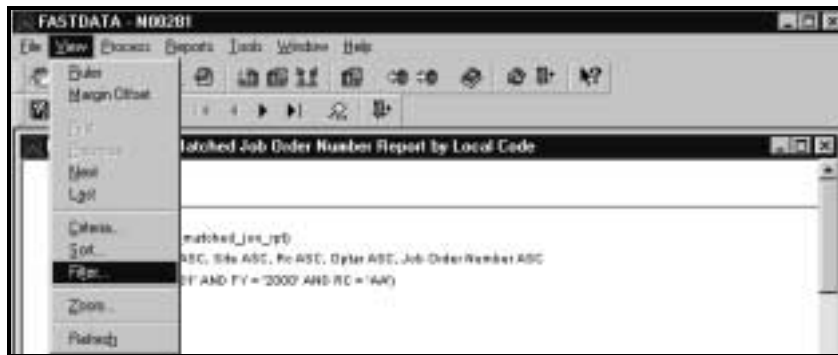
Figure 12.31
Opening the Filter Window

The Filter window for the selected report will open.
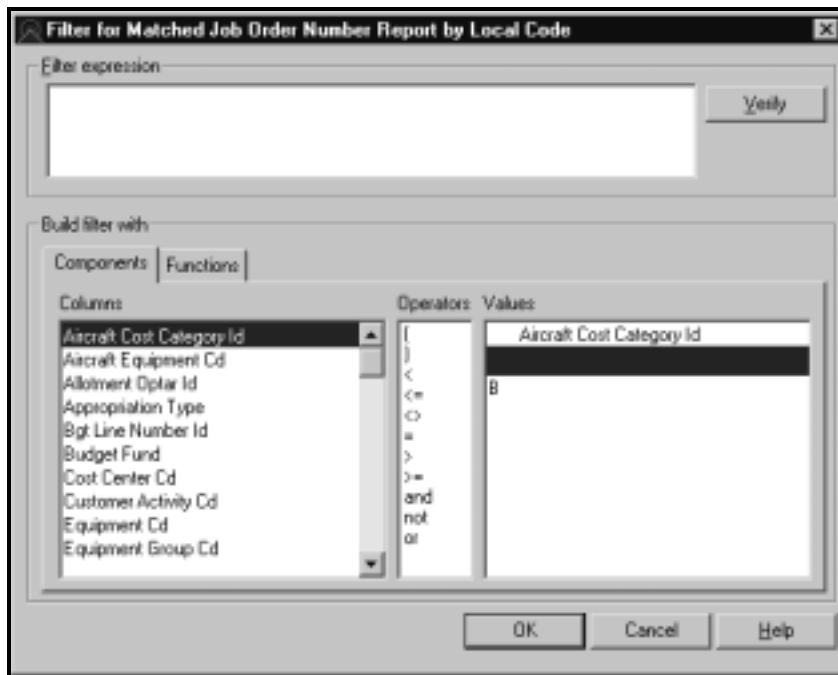
Figure 12.32
Sample Filter Window

When you use the Filter window, any data you defined as criteria on the Report Criteria window will not be available on the Filter window. The tabs on the Filter window allow you to pick and choose the data and operators you can use in building an expression for a report filter. The **Functions** tab provides further information on the syntax required for the selected function.

2. If you wish to enter the filter expression manually, enter the desired expression in the **Filter expression** text field.

You can specify a range of values, multiple values, or values you wish to exclude in your filter expression by using operators, which are symbols or words that control how FASTDATA handles the filter values. When entering filter expressions, enclose FASTDATA codes and letters in single or double quotation marks. Do not enclose numeric values in quotation marks.

The **(** and **)** mark the beginning and ending of a logical grouping of expressions.

You can filter for multiple values in a field using **or**. For example, you could enter **value 1 or value 2** in your filter expression. When you select **OK** on the Filter window, FASTDATA will filter the report so only values that match each of these values display in the report.

To exclude values from the report, use **not** before the value you wish to exclude. For example, in your filter expression, **not Value 1** will filter the value from the report. When you select **OK** on the Filter window, FASTDATA will exclude the defined value in the displayed report.

To filter using relational operators, such as greater than or less than, use these symbols with the desired value: **>**, **<**, **<>**, **>=**, or **<=** in your filter expression. For example, enter **> value 1** in your filter expression. When you select **OK** on the Filter window, FASTDATA will return the desired values in the displayed report.

Example: On the Matched Job Order Number Report by Local Code, to exclude all JONs with a labor obligated amount greater than $10,000, enter **labor_obligated_amt < 10000** in the **Filter expression** field.

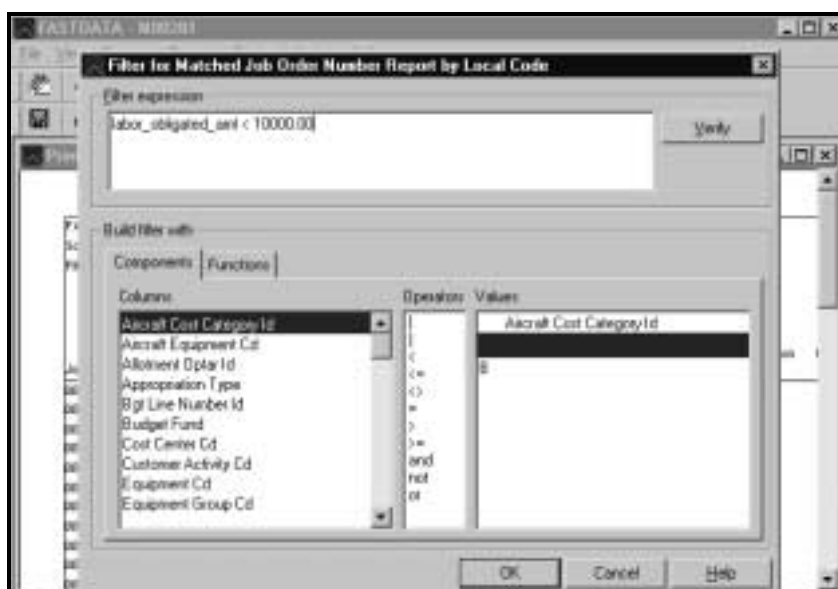

***Figure 12.33*
Manually Entering Filter Expression

3. If you wish to enter a filter expression with FASTDATA assistance, select the desired **Columns**, **Operators**, and **Values** from the **Components** tab, then

select the desired functions from the **Functions** tab. The selected items will appear in the **Filter expression** field.

The tabs on the Filter window allow you to pick and choose the data and operators you can use in building an expression for a report filter. The **Components** tab provides lists of column names, operators, and values from which you can build a filter expression. The **Functions** tab lists functions and their syntax.

The **Columns** list box displays the column names available for use in filtering the selected report. Double-click to select the desired column name. The selected column name will appear in the **Filter expression** field. The **Operators** list box lists the available operators. Double-click the desired operator. The selected operator will appear in the **Filter expression** field. The **Values** list box displays the values available in the database for the selected column. The column name will appear at the top of the list; available values follow. Double-click the desired value. The selected value will appear in the **Filter expression** field.

In addition to the column names shown in the Filter window **Columns** list box, there are additional columns available for filtering the Status of Funds reports. These column names do not display in the **Columns** list box so if you wish to use one or more of these column names, you must enter them into the **Filter expression** manually.

Additional Columns Available for the Status of Funds Report by OPTAR ID	Additional Columns Available for the Status of Funds Report by OPTAR Name
annual_planning_figure current_authorized obligated_amount balance percent_obligated	annual_planning_figure current_authorized obligated_amount balance percent_obligated

On the **Functions** tab, double-click on the desired function from the list on the left and select the desired syntax from the list on the right. The selected function will appear in the **Filter expression** field.

Example: To include only JON IDs with a value greater than **00281002222** in the Matched Job Order Number Report by Local Code, select **Job Order Number** in the **Components** tab **Columns** list box. Double-click **>** in the **Operators** list box, then select **00281002222** in the **Values** list box. The resulting expression, **fastdata_fa_job_order_jon_id > '00281002222'**, will generate a report that excludes JONs below the 00281002222 job order number.
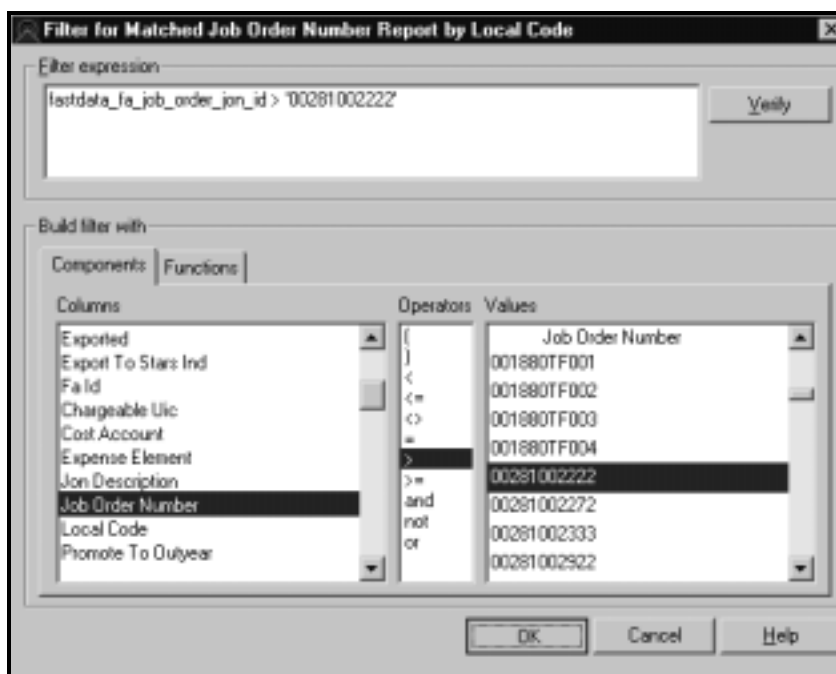
Figure 12.34
Entering a Filter
Expression with
FASTDATA
Assistance

4. Select the **Verify** button if you wish to validate the expression in the **Filter expression** field. FASTDATA will inform you that the expression is either valid or invalid. Select the **OK** button to acknowledge the message.
5. Select the **OK** button to apply the filter to the report. The Filter window will close. The Print Preview window for the selected report displays the filtered data.

Figure 12.35
FASTDATA
Report with
Filtered Data

■ *Steps for Sorting Report Data*

The Sort window is available while viewing any report in the Print Preview window. Use the window to sort the data in the displayed report.

1. With the desired report displayed in the Print Preview window, select **Sort** from the **View** menu.
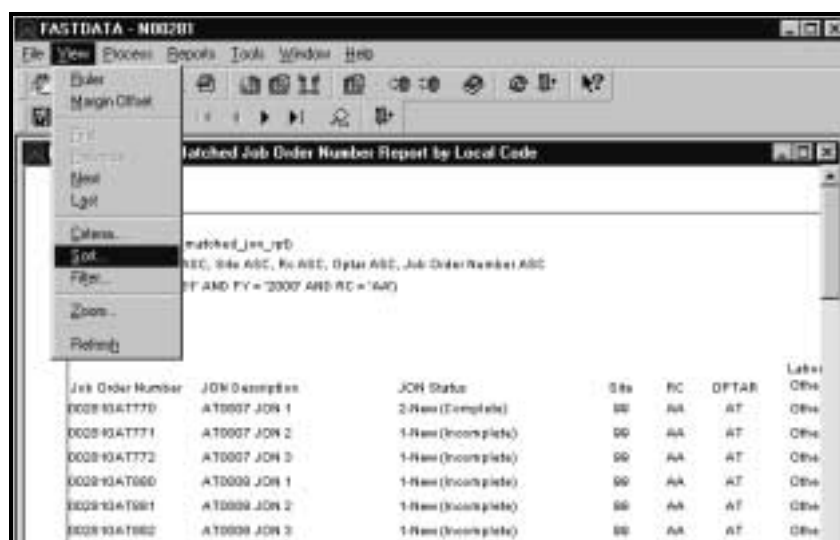

Figure 12.36
Opening the Sort Window

The Sort window will open. The column names that appear in the **Columns Available for Sorting** list box depend on the FA report you currently have open. Values displayed in the **Sort Columns** list box indicate the default values by which the selected report is currently sorted.
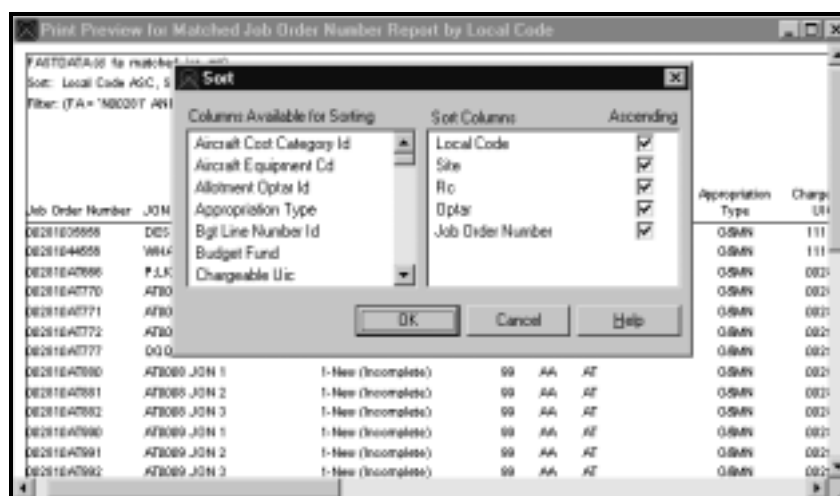

Figure 12.37
Sort Window

2. On the **Columns Available for Sorting** list box, left-click on a column name; holding the mouse button down, drag the name to the **Sort Columns** list box and release the mouse button.

If you wish to change the default values, you can remove **Sort Columns** names by dragging them to the **Columns Available for Sorting** list box.

3. Uncheck the **Ascending** check box if you wish to sort column values in descending order.

If the **Ascending** check box is checked, column values display in ascending order; if unchecked, column values display in descending order.
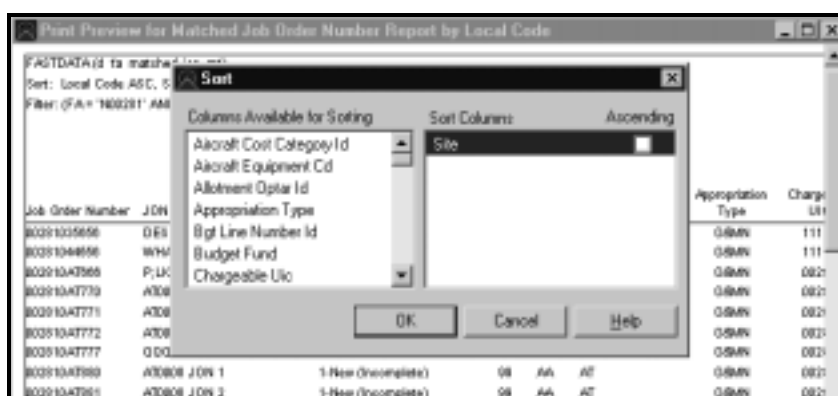

Figure 12.38
Sorting Report Data

4. Select the **OK** button to close the Sort window.

For the sort example shown in the previous figure, FASTDATA will display the report with the Site column data listed in descending order.

Figure 12.39
Sorted Data Display